



Policy: 4610
Procedure: 4610.05
Chapter: Case Management and Parole
Supervision
Rule: Home Assessment
Evaluation/Family Domain

Effective: 11/10/06
Replaces: 4320.03
Dated: 04/20/00

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Parole Officers, Family Services Coordinators, or designees shall evaluate each juvenile's home to determine whether or not the home is an approved placement to which the juvenile may return when s/he is released from secure care or from an alternative placement. A juvenile's home shall be considered approved for placement unless one or more established criteria exist and can be documented.

Rules:

1. The **ADJC RECEPTION/ASSESSMENT/CLASSIFICATION (RAC) INTAKE EMPLOYEES** shall notify the appropriate Parole Office within 24 hours of a new juvenile's arrival.
2. The **PAROLE SUPERVISOR** shall:
 - a. Assign to each juvenile a Parole Officer who shall provide community supervision to the juvenile upon release from the secure facility;
 - b. Send the case assignment documentation to the assigned Parole Officer;
 - c. Document the assignment in the office Case Assignment Log; and
 - d. Enter electronically in Youthbase.
3. Within three working days of the juvenile's admission **RAC EMPLOYEES** shall send the following documents to the juvenile's assigned Parole Officer(s):
 - a. Form [4610.06](#) Juvenile's Face Sheet and offense history;
 - b. Commitment order and restitution order (if any);
 - c. Disposition summary/social history; and
 - d. Current psychological evaluation, if available.
4. The **PAROLE OFFICER, FAMILY SERVICES COORDINATOR, OR DESIGNEE** shall conduct an initial on-site family domain evaluation within 14 days:
 - a. If the Parole Officer or designee does not complete the on-site family domain within the 14 day period, the **PAROLE OFFICER OR DESIGNEE** shall complete a file review by the end of the 14 day period;
 - b. Note the date of completion of the family domain in the juvenile's contacts;
 - c. A Parole Officer may request the Family Services Coordinator, or designee conduct CAPFA updates to gather further psychological information or if s/he is involved in services with the juvenile's family.
5. The **PAROLE OFFICER** shall document the results of the family domain and any follow-up evaluations using the automated Family domain located in the CAPFA area of Windows Youthbase. Each family domain evaluation report carries one of the following designations:
 - a. **Approved Home Placement:** Evaluation indicates conditions which could facilitate the rehabilitative adjustment of the juvenile;
 - b. **Disapproved Home Placement:** Evaluation indicates conditions which would impede the rehabilitative adjustment of the juvenile.
6. The **PAROLE OFFICER AND THE PAROLE SUPERVISOR** shall consider a juvenile's home a **Disapproved Home Placement** when one or more of the following criteria exist and can be documented:
 - a. Physical abuse;

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- b. Substance abuse [by parent(s)/guardian(s)];
 - c. Sexual abuse;
 - d. Physical absence of caretaker due to criminal incarcerations or physical/psychiatric hospitalization;
 - e. Serious physical/survival neglect;
 - f. Legal termination of parental rights; and
 - g. Any other extenuating circumstances reviewed by the supervisor.
7. The **PAROLE OFFICER AND THE PAROLE SUPERVISOR** shall consider a placement objection for an **Approved** home exists when any of the following occurs:
- a. The parent states that they cannot or will not supervise the juvenile; or
 - b. The parent states that the juvenile is not welcome in the home; or
 - c. The juvenile states that he/she won't remain in the home.
8. When a placement objection for an **Approved** home occurs, the **ASSIGNED PAROLE OFFICER/FAMILY SERVICES COORDINATOR/DESIGNEE** shall assess specific considerations and make a placement recommendation based upon his/her best professional judgment. Specific considerations are:
- a. Age, maturity, physical size, and ability of the juvenile to protect or care for him/herself if the need arises;
 - b. The psychological/emotional level of the juvenile as indicated in psychological and psychiatric evaluations, social summaries, behavioral progress reports, and diagnostic evaluations;
 - c. Whether either or both of the parents and the juvenile are stating a desire or willingness to seek professional assistance in resolving their conflicts;
 - d. Whether the juvenile is claiming the existence of abuse or neglect in the home to self or to siblings;
 - e. Whether the juvenile's offense record/committing offense indicates a strong behavioral risk:
 - i. If the offenses are primarily against persons, conduct an extensive review of the juvenile's behavior/discipline record while in secure care;
 - ii. If records substantiate commission of a violent offense the **CASE MANAGEMENT/PAROLE ADMINISTRATOR** shall make the final decision whether or not to place the juvenile in the home.
9. A **Disapproved Home Placement** shall be supported by objective evidence to include written documentation of relevant problems found by another agency (e.g., County Probation, Department of Economic Security (DES), police departments, hospital reports) or as documented by Parole Officer observations and/or conversations. The **PAROLE OFFICER** shall:
- a. Contact the appropriate agency for additional information when support documentation is not found in the juvenile's file;
 - b. Notify the parents of the reasons(s) when a home placement is disapproved;
 - c. Include any action(s) that can be taken to correct a deficiency in the Continuous Case Plan (CCP);
 - d. After the Parole Supervisor's review, report to DES Child Protective Services cases of the juvenile's reported abuse in the home and/or cases of parental refusal to accept supervision of the juvenile in accordance with Procedure [1160.05](#) Reporting Suspected Child Abuse;
 - e. Document any notification to DES Child Protective Services in the juvenile's Field File; and
 - f. Request the services of a Family Services Coordinator if an in-depth assessment of the family is needed.
10. Upon completion of the Family Domain evaluations the **PAROLE SUPERVISOR** shall:
- a. Review, sign, and designate "Approved" or "Disapproved";

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